

Classification: Acquisition Management Specialist, NH-0301-II**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Engineering Directorate4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Edwin A. Trier**Title:** Director, Research and Engineering**Signature:** _____/s/_____ **Date:** 4/8/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____/s/_____ **Date:** 4/4/03

FLSA: Exempt
Drug Test: No
Key Position:
Sensitivity: NCS
Reason for Submission: Acq Demo Conversion
Previous PD Number:
Envir. Diff:
Acq Posn Category: A
Acq Career Level: 2
Acq Special Asgmt:
Career Spec – Primary:
Cont Job Site:
Financial Disclosure: ☐ Public Financial
☐ Supervisor ☐ Manager ☒ Neither
Citation 1: USOPM PCS for GS-301, TS-34, 11/79
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

BUS Code: 7777 **CL:** 205
Emergency Ess:
OPM Functions Code:
Status: Competitive
Subject to IA: No
Mobilization:
Career Prg ID:
CAPL Number:
Acq Posn Type: 4
Acq Prog Ind:
Career Spec – Sec:
Mobility:
☐ Confidential Financial

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Acquisition Management Specialist, NH-0301-II

III. Duties:

Incumbent insures acquisition reform principles are applied within the Integrated Product Team (IPT) process; maintains and disseminates best practices and lessons learned to other team members; provides expertise and guidance in areas of data exchange; and supports the acquisition and life cycle management of STRICOM systems.

1. Process Design and Maintenance: Develops and implements new or improved techniques and procedures for defining and translating mission/program requirements into suitable contract action input, which will ensure timely and successful contracting. Maintains and monitors the process, making adjustments as needed. Serves as an advisor and provides technical guidance and clarification to other team members and contractor in the preparation of statements of work (SOW), specification, contract schedule, and contract data requirements list (CDRL) and takes corrective action when required to comply with acquisition reform principles. Provides technical evaluation of acquisition documentation and information required from contractors. Serves as technical representative during Alpha Contracting sessions to ensure the resulting contract is performance-based.

2. Processing Individual Contract Actions/Programs: As a member of a project team, assist engineers and other program personnel in preparation of each section of acquisition packages (Request for Proposal (RFP) and Delivery Orders (DO's)). This may include: assisting in acquisition planning and developing support documentation; editing Statements of Work and performance specifications; assisting in development and documentation of source selection evaluation plans and proposal

evaluation; and assisting in the defense or justification of the acquisition packages to the acquisition authority. Evaluates contractors' proposals for technical content, best value, and performance language to insure that no mandatory management or manufacturing processes is incorporated. As a member of the evaluation team, prepares proposal evaluation reports and defends and justifies strengths or weaknesses which impact acquisition reform to the source selection authority.

3. Data Management Expert: Serves as technical lead in the process of determining requirements for deliverable data. Serves as Subject Matter Expert (SME) providing advice and consultation to engineers, project directors, and management on data management areas as required. Approves contract data requirements list (CDRL) insuring compliance with higher level directives and policy.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues.

Facilitates cooperative interactions with others.
Guides/supports others in executing team assignments.
Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S. by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of Federal and DoD contracting policies and procedures

Knowledge of DOD and Army Acquisition Reform policy and procedures

Knowledge of commercial business and industrial practices and market conditions relevant to mission commodities and services

Knowledge of the mission and functions of all participants in the command mission acquisition process

Knowledge of management analysis principles

Skill in written and oral communications sufficient to prepare guidance material and decision support documentation

Ability to advise and train other acquisition personnel in new or revised procedures

Skill in technical writing sufficient to write and edit Statements of Work.

Ability to work cooperatively as a member of a team